

FBIS-1070/87

13 JAN 1988

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: R. W. Manners
Director, Foreign Broadcast Information ServiceSUBJECT: Recommendation for Quality Step Increase --
[redacted] GS-12

1. This memorandum recommends a Quality Step Increase for [redacted] in recognition of her sustained superior performance as Chief of Publications Section, JPRS, during the period March 1986-October 1987. She was promoted to GS-12 effective January 1987 and has not been awarded a QSI previously.

2. [redacted] performance as Chief of JPRS Publications Section has been exemplary throughout the period noted above, both in her immediate supervisory responsibilities and her contribution to developing and bringing in the new ATEX system. Not only has she performed her specific duties as Chief of the Publications Section in an outstanding manner, she has demonstrated herself to be a key player in FBIS automation. Furthermore, during this period she simultaneously played a key part in negotiating some major changes in JPRS reports covers with P&PD and had primary responsibility for restructuring the contract typing pool resources utilized extensively by JPRS, both of which she accomplished admirably.

3. Of particular significance during the period was [redacted] involvement in helping develop the FBIS automated text processing (ATEX) system, particularly from the standpoint of the particular requirements of JPRS publications. Without the incorporation of the many recommendations [redacted] made, the ATEX/XYVISION system would not have attained nearly the degree of operational readiness it possessed when Production Group began using it in September to produce JPRS Reports. Of equal importance, [redacted] dedicated hard work, perseverance and firm but diplomatic approach are proving essential in ironing out system problems. [redacted] has been, and continues to be, one of the key individuals in Production Group involved in identifying and helping to eliminate hardware and software problems relating to ATEX and, in general, helping make it a more user friendly, effective system. Moreover, during the past several months when Publications Section has been seeking to work with and iron out the glitches in ATEX, [redacted] has been sensitive to the potential negative impact that ATEX could have on the people in her section. She has worked patiently with those individuals and given them the help, guidance and encouragement necessary to enable them to learn to effectively use the system and to feel positive about their future in the ATEX environment.

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4. Along with ATEX implementation, one of the most formidable challenges [] had to deal with during this period was determining which of some 60 JPRS contract typists would be selected to convert to personal computers for their JPRS work and who essentially would henceforth receive the bulk of JPRS contract typing. The list had to be narrowed down to about a dozen typists, who then needed considerable special training, instruction and encouragement to develop the required knowledge and skills on their PCs to enable them to do the work required by JPRS. At the same time, an entirely new compensation rate had to be devised for the computerized typists. [] worked on that painstakingly and conscientiously in order to arrive at a rate fair and acceptable to both JPRS and the typists. She either coordinated or herself carried out the various tasks involved in this project, which required skill, tact and long hours of dedicated effort, including often working on her own time at home.

5. [] has shown herself to be a talented and highly motivated manager of activities and personnel. She has utilized editorial skills learned on the Daily Report and supervisory experience acquired in JPRS Publications Section to produce outstanding results -- even under the most trying circumstances. Highly conscientious, [] gives one-hundred-ten percent to her work every day and is singularly dedicated to the pursuit of excellence and quality -- with respect to her own performance and to the performance of those working for her, as well as in the JPRS product. Awarding [] a QSI will serve as well deserved recognition of her sustained outstanding performance as Chief of Publications Section for the past 19 months.

[]
R. W. Manners

APPROVED:

Deputy Director for Science and Technology

Date

DDS&T/FBIS/Prod/JPRS, [redacted] (7 Jan 88)

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